

## Adding a Child to Your Orders

An employee may acquire a child/ren through birth, adoption, guardianship or remarriage. The child/ren can be added to orders up to 21 years of age (with some exceptions). Below are guidelines for Department of State employees for adding a child/ren to employees' orders. Other agencies should contact their Human Resources office for guidance.

**Definition of an Eligible Family Member (EFM) (14 FAM 511.3, Section 1, Children):** Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self-support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party.

The U.S. Department of State recognizes dependent children as EFMs if they meet certain criteria through birth, adoption, guardianship, and remarriage:

**Birth:** A copy of the birth certificate with the informal English translation if necessary. The Hospital Record of Birth or Consular Report of Birth Abroad (CRBA) is acceptable if the birth certificate has not been issued.

**Adoption:** A copy of the final adoption documents with the informal English translation if necessary. EFM status may be approved for a U.S. citizen child placed for adoption if a U.S. court grants temporary guardianship of the child to the Department of State employee and specifically authorizes the employee to reside with the child in the country of assignment before the adoption is finalized.

**Guardianship:** A court document granting legal guardianship must be provided with the informal English translation if necessary.

**Remarriage:** A copy of the court-approved custody arrangement and/or a copy of the final divorce decree if custody is authorized in the divorce decree. These must be submitted to the Human Resources (HR) Technician.

**Note that for official travel orders:** A letter of consent is required from the parent allowing the child to reside and travel aboard with the designated employee. A consent letter is required for each assignment.

### Checklist for Adding a Child to Your Orders

- ☐ The employee makes a request to add a newborn or child as an EFM by submitting an updated Residence and Dependency Report (OF-126) to the HR Assignment Technician.

- The employee must email or fax (202-663-0449) all necessary supporting documentation within five (5) workdays of submitting the OF-126 to their HR Assignment Technician. The HR Assignment Technician cannot process requests without supporting documentation.
- Tandems – both employees must submit justification documentation. Tandem employees may update their profiles to include children on both employee profiles (OF 126). However, children can only travel on one set of travel orders so the tandem couple will have to choose which orders will indicate children for the purposes of travel and associated allowances.
- The HR Assignment Technician will hold the OF-126 for five (5) working days to receive the supporting documentation. If the documentation is not received, the HR Assignment Technician will return the request to the employee with an explanation.
- Upon receipt of the OF-126 and supporting documentation, the HR Assignment Technician will review, determine if eligibility criteria have been met, and approve or disapprove the request.
- Once a child has been approved for EFM status, he/she must have a medical clearance to travel to post.  
Note: Children are only added to travel orders if they are traveling to or from post.

Email **FLOAskSupportServices@state.gov** for more information.